

DUTY STATEMENT

Classification: Associate Energy Specialist (EFF)	Position No. 151-4938-xxx
CBID: R10	Office: Compliance Assistance and Enforcement
Date Prepared: June 3, 2016	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Assistant Executive Director of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, and under the supervision of the OCAE technical lead, The Associate Energy Specialist (EFF) will serve as part of interdisciplinary and/or interdivisional teams to assist conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Standards. Duties performed at the full journey level include: contract and project management; monitoring and reviewing data generated from surveys and testing, conducting case investigations and enforcement actions; coordination with policy committees, technical and legal staff, manufacturers, trade associations, federal government, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations. The incumbent will primarily work on the Appliance Efficiency Enforcement Program and other related enforcement work in other divisions throughout the Energy Commission, as needed.

WORKING CONDITIONS. The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 25% Work with Efficiency Division staff and management and Energy Commission attorneys on identification of targets for investigation (e.g., retailers, distributors and manufacturers) and provide, analysis, direction, and coordination of these efforts to turn these leads into investigations. This includes use of leads submitted to the Energy Commission by third parties, field work, laboratory testing, use of the market survey results generated by the Energy Commission's outside consultant(s), and internal development of leads. Review, analyze, and assess the energy efficiency of buildings and appliances. Exercise methodologies and models, as needed, to address energy test laboratory and product manufacturers, distributors and retailers non-compliance. Analyze and report the energy savings that have accrued from the implementation of the energy efficiency building standards, appliance standards and other conservation programs. (E)
- 25% Work with advisory groups to develop compliance assistance materials and provide training to industry to facilitate compliance with the applicable energy efficiency standard. Prepare and maintain compliance assistance and enforcement documents (e.g. manufacturer, distributor and retailer contact letters, warning notices and advisories, notices of violation, and other correspondence). Schedule and assist in conducting settlement conferences. Coordinate litigation efforts, as needed. Maintain suitable record-keeping protocols and files (electronic and hardcopy). (E)

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- 15% Gather evidence to support case investigation through internet searches, field work and communications with market participants on compliance enforcement violations. (E)
- 15% Serve as liaison between the Efficiency Division and the OCAE to coordinate and collaborate on all appliance efficiency regulations and enforcement database issues. Coordinate and communicate with local, State, and Federal agencies, energy and environmental advocacy groups, and building and appliance industry representatives regarding energy efficiency. (E)
- 15% Prepare documents for administrative and judicial processes (such as case investigation reports, written testimony, etc.), and assist attorneys with developing facts for incorporation in legal documents (e.g. complaints, answers, motions, briefs, interrogatories, proposed decisions, etc.) used in Energy Commission and Office of Administrative Hearings proceedings and possibly at state trial or appellate court hearings. (E)
- 5% Perform other duties as required consistent with the specification of this classification.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Vacant Associate Energy Specialist (EFF)		Paul E. Jacobs Supervisor	
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Date		Date	